



REPROGRAPHICS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical and complex equipment operation, service and supervisory duties within the City's Reprographics, Mail Center and Surplus Property Warehouse.

Supervision Received and Exercised:

Receives general supervision from the Central Services Administrator or other managerial staff.

Exercises direct supervision over technical and clerical reprographics, mail distribution and surplus property staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan and organize the operation of the City's Reprographics, Mail Center and Surplus Property Warehouse.
- Plan, prioritize, assign, supervise and review the work of reprographics, mail services and warehouse staff.
- Participate in the selection of staff; provide or coordinate staff training; counsel staff and resolve interpersonal issues; participate in staff performance reviews and provide supporting documentation for corrective action/discipline; may approve leave.
- Schedule jobs in process to meet customer department production deadlines.
- Administer Reprographics, Mail Center and Surplus Property contracts for presort mail service, express package service, overflow printing services and

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surplus property services, including review of monthly billing costs, settlement of billing issues, and approval of monthly billings for payment issuance.

- Administer equipment contracts and maintenance agreements for the Reprographics, Mail Center and Surplus Property Warehouse.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendation; submit justifications for budget items; recommend expenditure requests for designed accounts; monitor and control expenditures and budget accounts.
- Interact with City Procurement Office, customer department and suppliers to develop needed purchases and specifications for procurement actions; order, monitor and maintain paper stock, envelope, City stationery and forms inventory for production use and supply to customer departments; purchase special paper and bindery supplies for production use; prepare requisitions for ordering supplies; interact with supplier to determine cost estimate and availability of supplies.
- Work cooperatively with City employees and vendors responsible for incoming and outgoing surplus property including disposal or distribution; maintain computerized inventory record system for surplus property.
- Set-up and operate high-speed, programmable electronic printing equipment; proof customer job orders; prepare customer billings for processed orders.
- Operate industrial collators, folding machines, programmable copiers, automated mailing machines, automated envelope mail inserting equipment; pallet jacks and forklift equipment; provide preventive maintenance and make minor repairs or adjustments.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years increasingly responsible experience in the operation of computerized reprographic machines, mail center equipment and related equipment.

Training:

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Equivalent to the completion of the twelfth grade supplemented by specialized training in reprographics equipment operation, mail center operation, surplus property control and disposal.

Licenses/Certifications:

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2940

FLSA: Non-Exempt